

NATIONAL CONCILIATION AND MEDIATION BOARD-CENTRAL OFFICE  
**ANNUAL PROCUREMENT PLAN (NON-CSE)**  
FY-2018

Received by: *Blashe*  
Date: 3/14/18  
Office of the Asst.  
NCMB-DOLE

Code (PAP)	Procurement Program/Project	PMO/ End-User	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (Php)			REMARKS  (brief description of the Program/Project)
				Ads/Post of IB/REI	Sub/Open of Bids	Notice of Award	Contract Signing		TOTAL	MOOE	CO	
	<b>IN-HOUSE TRAININGS/SEMINARS</b>											
	Induction/Orientation Program for New Personnel of NCMB	ADMIN	small value procurement	N/A	N/A	N/A	N/A	GF-101	41,025.00	41,025.00		
	Group Learning Sessions	ADMIN	small value procurement	N/A	N/A	N/A	N/A	GF-101	102,500.00	102,500.00		
	Training for Drivers	ADMIN	small value procurement	1ST QTR.	1ST QTR.	1ST QTR.	1ST QTR.	GF-101	43,935.44	43,935.44		
	Orientation Seminar on the 2017 Omnibus Rules on Appointments and Other Human Resource Actions	ADMIN	small value procurement	1ST QTR.	1ST QTR.	1ST QTR.	1ST QTR.	GF-101	122,250.00	122,250.00		
	Seminar-Workshop on Basic Records and Archive Management	ADMIN	small value procurement	2ND QTR	2ND QTR	2ND QTR	2ND QTR	GF-101	96,000.00	96,000.00		
	GPPB Training	ADMIN	small value procurement	3RD QTR	3RD QTR	3RD QTR	3RD QTR	GF-101	137,000.00	137,000.00		
									-			
	<b>OUTSOURCED TRAININGS/SEMINARS</b>								-			
	Competency Based HR	IS	Direct Contracting	N/A	N/A	N/A	N/A	GF-101	12,000.00	12,000.00		
	Conduct of GAD Training	TSD	small value procurement	2ND QTR	2ND QTR	2ND QTR	2ND QTR	GF-101	195,000.00	195,000.00		
	National Convention of Human Resource Management Practitioners (CSC)	ADMIN	agency to agency	N/A	N/A	N/A	N/A	GF-101	17,000.00	17,000.00		
	Leave Administration Course for Effectiveness (CSC-NCR)	ADMIN	agency to agency	N/A	N/A	N/A	N/A	GF-101	3,200.00	3,200.00		
	Public Service Ethics and Accountability Seminar (CSC-NCR)	ADMIN	agency to agency	N/A	N/A	N/A	N/A	GF-101	3,200.00	3,200.00		
	Appraisal and Disposal of Government Properties (5 participants) (COA)	ADMIN	agency to agency	N/A	N/A	N/A	N/A	GF-101	10,000.00	10,000.00		
	LIO Seminar (DOLE)	RID	agency to agency	N/A	N/A	N/A	N/A	GF-101	8,200.00	8,200.00		
	LIO Seminar (cost shared)	RID	small value procurement	2ND QTR	2ND QTR	2ND QTR	2ND QTR	GF-101	222,000.00	222,000.00		
	Supervisory Development Course I	RID	agency to agency	N/A	N/A	N/A	N/A	GF-101	6,000.00	6,000.00		

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				Ads/Post of IB/REI	Sub/Open of Bids	Notice of Award	Contract Signing		TOTAL	MOOE	CO	
	Availment of Trainings Sponsored by COA, CSC, DBM, BR, DOLE and Other Agencies	FMD	agency to agency	N/A	N/A	N/A	N/A	GF-101	50,000.00	50,000.00		
	ACQUISITION OF PERTINENT READING MATERIALS ON PERSONNEL ADMINISTRATION & HUMAN RESOURCE MGMT.	ADMIN	agency to agency	N/A	N/A	N/A	N/A	GF-101	1,000.00	1,000.00		
	ACQUISITION OF PERTINENT READING MATERIALS ON PROPERTY AND SUPPLIES MANAGEMENT	ADMIN	agency to agency	N/A	N/A	N/A	N/A	GF-101	2,500.00	2,500.00		
	The 7 Habits of Highly Effective Government Leaders	ODED-TS	agency to agency	N/A	N/A	N/A	N/A	GF-101	9,500.00	9,500.00		
	MCLE	ODED-TS	agency to agency	N/A	N/A	N/A	N/A	GF-101	10,000.00	10,000.00		
	Gender, Diversity and Inclusiveness ( P7,500 x 1 pax - Supvg. LEO)	WRED	agency to agency	N/A	N/A	N/A	N/A	GF-101	7,500.00	7,500.00		
	Manager's Role in Capacity Building-Mentoring and Coaching For Leaders	CMD	agency to agency	N/A	N/A	N/A	N/A	GF-101	5,000.00	5,000.00		
	Trainer's Training for NCMB Program Implementers (Cost-Sharing - WRED & VAD )	VAD, WRED	SMALL VALUE	3RD QTR	3RD QTR	3RD QTR	3RD QTR	GF-101	139,500.00	139,500.00		
	RETIREMENT	ADMIN	small value procurement	N/A	N/A	N/A	N/A	GF-101	46,000.00	46,000.00		
									-			
	OTHER ACTIVITIES -								-			
	MYPA	RID	<i>small value procurement</i>	2ND QTR	2ND QTR	2ND QTR	2ND QTR	GF-101	282,000.00	282,000.00		
	YEPA	RID	<i>small value procurement</i>	1ST QTR	1ST QTR	1ST QTR	1ST QTR	GF-101	320,700.00	320,700.00		
	Participation to DOLE MYPA/YEPA	RID	<i>small value procurement</i>	3RD QTR	3RD QTR	3RD QTR	3RD QTR	GF-101	20,000.00	20,000.00		
	NCMB ANNIVERSARY	ADMIN	<i>small value procurement</i>	4TH QTR	4TH QTR	4TH QTR	4TH QTR	GF-101	130,700.00	130,700.00		

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				Ads/Post of IB/REI	Sub/Open of Bids	Notice of Award	Contract Signing		TOTAL	MOOE	CO	
	EMPLOYEES GENERAL ASSEMBLY	ADMIN	<i>small value procurement</i>	N/A	N/A	N/A	N/A	GF-101	60,000.00	60,000.00		
	Women's Month Celebration	ADMIN	<i>small value procurement</i>	1ST QTR	1ST QTR	1ST QTR	1ST QTR	GF-101	94,600.00	94,600.00		
	Independence Day	ADMIN	<i>small value procurement</i>	N/A	N/A	N/A	N/A	GF-101	24,750.00	24,750.00		
	Labor Day	ADMIN	<i>small value procurement</i>	N/A	N/A	N/A	N/A	GF-101	40,500.00	40,500.00		
	Team Enhancement Exercises (Lakbay Aral, GODP Activities)	ADMIN,RID	<i>small value procurement</i>	2ND QTR	2ND QTR	2ND QTR	2ND QTR	GF-101	328,250.00	328,250.00		
	Philippine Civil Service Anniversary	ADMIN	<i>small value procurement</i>	3RD QTR	3RD QTR	3RD QTR	3RD QTR	GF-101	50,000.00	50,000.00		
	Sports and Cultural Activities	ADMIN	<i>small value procurement</i>	3RD QTR	3RD QTR	3RD QTR	3RD QTR	GF-101	75,000.00	75,000.00		
	National Government Employees Day	ADMIN	<i>small value procurement</i>	N/A	N/A	N/A	N/A	GF-101	37,500.00	37,500.00		
	DOLE Anniversary	ADMIN	<i>small value procurement</i>	N/A	N/A	N/A	N/A	GF-101	170,750.00	170,750.00		
	Participation to Statistics Month	RID	<i>small value procurement</i>	N/A	N/A	N/A	N/A	GF-101	2,000.00	2,000.00		
	Conduct of CO-RB Management Consultation:	FMD, IS	<i>small value procurement</i>	N/A	N/A	N/A	N/A	GF-101	65,600.00	65,600.00		
	Attendance to Budget Hearings (DBM, Congress and Senate)	FMD	<i>small value procurement</i>	N/A	N/A	N/A	N/A	GF-101	30,000.00	30,000.00		
	Regional Visits / Cluster Activity / Conciliation Conference	ODED-IS	<i>small value procurement</i>	N/A	N/A	N/A	N/A	GF-101	100,000.00	100,000.00		
	RCMB Advocacy Training on GM/VA	VAD	<i>small value procurement</i>	N/A	N/A	N/A	N/A	GF-101	7,500.00	7,500.00		
	PAVA/NCMB Assessment, Meeting/FGD/ Stakeholders Meeting	VAD	<i>small value procurement</i>	N/A	N/A	N/A	N/A	GF-101	20,000.00	20,000.00		
	Monitoring/Pro-filing of AVAs	VAD	<i>small value procurement</i>	N/A	N/A	N/A	N/A	GF-101	12,000.00	12,000.00		
	Pre- & Post-Accreditation Meetings	VAD	<i>small value procurement</i>	N/A	N/A	N/A	N/A	GF-101	28,000.00	28,000.00		
	1st regular Directors Meeting cum Year-end Initial Conference Assessment	CMD	<i>small value procurement</i>	N/A	N/A	N/A	N/A	GF-101	49,500.00	49,500.00		
	1st General Assembly of Directors and Conciliator-Mediators cum OPCR and Fund Utilization Review	CMD	<i>small value procurement</i>	1ST QTR	1ST QTR	1ST QTR	1ST QTR	GF-101	312,000.00	312,000.00		

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				Ads/Post of IB/REI	Sub/Open of Bids	Notice of Award	Contract Signing		TOTAL	MOOE	CO	
	LDMC XXII and 2nd Regular Directors Meeting cum OPCR and Fund Utilization Review CO-SHARED	CMD	<i>small value procurement</i>	2ND QTR	2ND QTR	2ND QTR	2ND QTR	GF-101	257,000.00	257,000.00		
	3rd Regular Directors Meeting cum OPCR and Fund Utilization Review	CMD	<i>small value procurement</i>	N/A	N/A	N/A	N/A	GF-101	42,000.00	42,000.00		
	4th Regular Directors Meeting cum OPCR and Fund Utilization Review	CMD	<i>small value procurement</i>	N/A	N/A	N/A	N/A	GF-101	42,000.00	42,000.00		
	Coordination and assistance of the Board to PAVA & its Regional Chapters	VAD	<i>small value procurement</i>	N/A	N/A	N/A	N/A	GF-101	149,000.00	149,000.00		
	Participation/Coordination/Assistance to PHILAMCOP, Inc. and Regional LMC Associations-related activities (i.e, Meetings; Cluster/Regional Seminars/Conferences/ Conventions)	WRED	<i>small value procurement</i>	N/A	N/A	N/A	N/A	GF-101	58,000.00	58,000.00		
	Participation to various NCMB and DOLE Inter-Agency and Technical Working Group Activities/Meetings	WRED	<i>small value procurement</i>	N/A	N/A	N/A	N/A	GF-101	6,000.00	6,000.00		
	Coordination/Assistance to Employers and Workers Group	WRED	<i>small value procurement</i>	N/A	N/A	N/A	N/A	GF-101	6,000.00	6,000.00		
	Coordination/Assistance to Tripartite Consultative Bodies (i.e., BITC/HRTCB)	WRED	<i>small value procurement</i>	N/A	N/A	N/A	N/A	GF-101	7,000.00	7,000.00		
	Technical Supervision of Regional Branches (Monitoring of cases)	TS,ODED-TS	<i>direct contracting</i>	N/A	N/A	N/A	N/A	GF-101	109,200.00	109,200.00		
	Monitoring of GM Program Implementation (i.e., GMs Facilitated; GMs Enhanced; Companies with GMs involved in labor cases; and other regional activities)	VAD	<i>small value procurement</i>	N/A	N/A	N/A	N/A	GF-101	25,200.00	25,200.00		
	Monitoring of LMC Program Implementation (i.e., LMCs Facilitated; LMCs Enhanced; Companies with LMCs involved in labor cases; and other regional activities)	WRED	<i>small value procurement</i>	N/A	N/A	N/A	N/A	GF-101	49,200.00	49,200.00		
	Participation in Congressional Inquiries	CMD/WRED/VAD	<i>agency to agency</i>	N/A	N/A	N/A	N/A	GF-101	2,500.00	2,500.00		
	Participation in various DOLE Inter-agency and Technical Working Group meetings	CMD/WRED/VAD	<i>agency to agency</i>	N/A	N/A	N/A	N/A	GF-101	2,500.00	2,500.00		

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				Ads/Post of IB/REI	Sub/Open of Bids	Notice of Award	Contract Signing		TOTAL	MOOE	CO	
	Participate in RB, Cluster and Inter-Cluster Initiated Activities(PLOS, AWS)	CMD/WRED/VAD	agency to agency	N/A	N/A	N/A	N/A	GF-101	10,000.00	10,000.00		
	Operationalization of the TVAAC	VAD	small value procurement	N/A	N/A	N/A	N/A	GF-101	121,000.00	121,000.00		
	SVAF ACTIVITIES	VAD	small value procurement	N/A	N/A	N/A	N/A	GF-101	361,000.00	361,000.00		
									-			
	Contracts:								-			
	- Annual Supply and delivery of cell cards	ADMIN	small value procurement	ALL QTR	ALL QTR	ALL QTR	ALL QTR	GF-101	149,000.00	149,000.00		
	- Annual Contract for Courier Services	ADMIN	small value procurement	3RD QTR	3RD QTR	3RD QTR	3RD QTR	GF-101	152,000.00	152,000.00		
	- Annual Contract for Janitorial Services	ADMIN	small value procurement	4TH QTR	4TH QTR	4TH QTR	4TH QTR	GF-101	718,000.00	718,000.00		
	- Psychometric Services	ADMIN	small value procurement	4TH QTR	4TH QTR	4TH QTR	4TH QTR	GF-101	50,000.00	50,000.00		
	- Annual supply of Mineral Water	ADMIN	small value procurement	3RD QTR	3RD QTR	3RD QTR	3RD QTR	GF-101	30,000.00	30,000.00		
	- Annual rental of copier machine	ADMIN	small value procurement	2ND QTR	2ND QTR	2ND QTR	2ND QTR	GF-101	60,000.00	60,000.00		
	- Annual maintenance of airconditioners	ADMIN	small value procurement	2ND QTR	2ND QTR	2ND QTR	2ND QTR	GF-101	60,000.00	60,000.00		
	- Annual office rental and electricity	ADMIN	lease of venue	4TH QTR	4TH QTR	4TH QTR	4TH QTR	GF-101	4,672,000.00	4,672,000.00		
	- Annual contract for security services	ADMIN	public bidding	4TH QTR	4TH QTR	4TH QTR	4TH QTR	GF-101	1,945,000.00	1,945,000.00		
	- Procurement of Project-based Employees	FMD	negotiated procurement	ALL QTR	ALL QTR	ALL QTR	ALL QTR	GF-101	1,395,600.00	1,395,600.00		
									-			
	REPAIR AND MAINTENANCE								-			
	- Repair and maintenance of office equipment (all division/units)	ADMIN	small value procurement	ALL QTR	ALL QTR	ALL QTR	ALL QTR	GF-101	100,000.00	100,000.00		
	- Repair and maintenance of building and other structure (all division/units)	ADMIN	small value procurement	ALL QTR	ALL QTR	ALL QTR	ALL QTR	GF-101	5,000.00	5,000.00		
	- Repair and maintenance of furniture and fixture (all division/units)	ADMIN	small value procurement	ALL QTR	ALL QTR	ALL QTR	ALL QTR	GF-101	10,000.00	10,000.00		

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				Ads/Post of IB/REI	Sub/Open of Bids	Notice of Award	Contract Signing		TOTAL	MOOE	CO	
	- Repair and maintenance of motor vehicle	ADMIN	<i>small value procurement</i>	ALL QTR	ALL QTR	ALL QTR	ALL QTR	GF-101	407,400.00	407,400.00		
									-			
	<b>OTHERS (LTO REGISTRATION)</b>	ADMIN	<i>agency to agency</i>	N/A	N/A	N/A	N/A	GF-101	22,500.00	22,500.00		
									-			
	GOODS AND OTHER SERVICES								-			
	- Extraordinary Expenses	OED	<i>small value procurement</i>	N/A	N/A	N/A	N/A	GF-101	122,000.00	122,000.00		
	- Representation/Meeting	OED, ODED-IS	<i>small value procurement</i>	N/A	N/A	N/A	N/A	GF-101	133,000.00	133,000.00		
	- Travelling expenses (TEV-messengerial)	ADMIN, OED	<i>small value procurement</i>	N/A	N/A	N/A	N/A	GF-101	156,000.00	156,000.00		
	- Transportation expense	OED, RID,IS	<i>small value procurement</i>	N/A	N/A	N/A	N/A	GF-101	250,000.00	250,000.00		
	- Fuel, oil and lubricant expenses of motor vehicle	ADMIN	<i>small value procurement</i>	N/A	N/A	N/A	N/A	GF-101	148,000.00	148,000.00		
	- Telephone expenses	ADMIN	<i>small value procurement</i>	N/A	N/A	N/A	N/A	GF-101	300,000.00	300,000.00		
	- Fidelity Bond Premiums	ADMIN	<i>agency to agency</i>	N/A	N/A	N/A	N/A	GF-101	150,000.00	150,000.00		
	- Insurance expenses for PPE and motor vehicle	ADMIN	<i>agency to agency</i>	N/A	N/A	N/A	N/A	GF-101	58,400.00	58,400.00		
	Printing of Appointment Paper	ADMIN	<i>small value procurement</i>	2ND QTR	2ND QTR	2ND QTR	2ND QTR	GF-101	3,500.00	3,500.00		
	Provision for laundry charges and dry cleaning of curt	ADMIN	<i>small value procurement</i>	N/A	N/A	N/A	N/A	GF-101	14,800.00	14,800.00		
	Subscription of newspaper for 2017	RID	<i>small value procurement</i>	N/A	N/A	N/A	N/A	GF-101	16,500.00	16,500.00		
	Publication of Newspaper Supplement	RID	<i>small value procurement</i>	2ND QTR	2ND QTR	2ND QTR	2ND QTR	GF-101	100,000.00	100,000.00		
	Updating of Library Materials	RID	<i>small value procurement</i>	N/A	N/A	N/A	N/A	GF-101	10,000.00	10,000.00		
	Flag Raising Ceremony	ADMIN	<i>small value procurement</i>	N/A	N/A	N/A	N/A	GF-101	31,200.00	31,200.00		
	Reproduction of approved Revised Guidelines on VA Proceedings, Code of Professional Responsibility for AVAS.	VAD	<i>small value procurement</i>	4TH QTR	4TH QTR	4TH QTR	4TH QTR	GF-101	140,000.00	140,000.00		

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	Publication and Reproduction of Manual of Procedures for Conciliation and Preventive Mediation Cases	CMD	<i>small value procurement</i>	4TH QTR	4TH QTR	4TH QTR	4TH QTR	GF-101	90,000.00	90,000.00		
	OFFICE SUPPLIES (DBM-PS)	ADMIN, OED,RID, FMD,ODED-IS,IS	agency to agency	ALL QTR	ALL QTR	ALL QTR	ALL QTR	GF-101	610,270.42	610,270.42		
	OFFICE SUPPLIES (DBM-PS)	ODED-TS,TSD,CMD,VAD, WRFD	agency to agency	ALL QTR	ALL QTR	ALL QTR	ALL QTR	GF-101	411,234.00	411,234.00		
	OTHER SUPPLIES TO BE PROCURED FROM OTHER SOURCES	ODED-TS,TSD,CMD,VAD, WRED	<i>small value procurement</i>	N/A	N/A	N/A	N/A	GF-101	29,600.00	29,600.00		
	OTHER SUPPLIES TO BE PROCURED FROM OTHER SOURCES	ADMIN, OED, RID, FMD,IS, ODED-IS	<i>small value procurement</i>	N/A	N/A	N/A	N/A	GF-101	100,735.14	100,735.14		
	<b>GRAND TOTAL</b>								<b>17,451,000.00</b>	<b>17,451,000.00</b>		

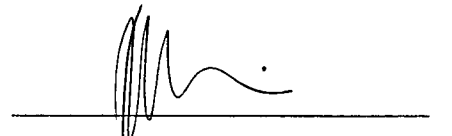
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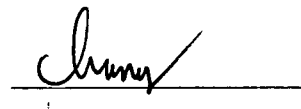
Reviewed By:


Budget Allocation Attested By:

Approved By:

  
**MERCEDES N. CAMALIG**  
(BAC Secretariat)

  
**RONDA MALIMBAN**  
Director II-Technical Services (BAC, Chairman)

  
**EDITHLIANNE P. TADEO**  
Chief, Fin. & Mgt. Division

  
**SHIRLEY M. PASCUAL, CESO III**  
Executive Director IV

